



# Outdoor Facility Use Application

This form and the appropriate fee must be completed and submitted a minimum of 14 days prior to the requested date. We are unable to check availability without a completed application and payment. Payment must be made by the individual or group renting the facility. If there is no scheduling or policy conflict pertaining to the date and facility requested, a reservation will be issued. Please note that some requests may involve city Parks and Recreation Commission review and must be submitted a minimum of 60 days prior to the event. Applications can be dropped off, mailed or faxed to our office. All applicable city, county, and state ordinances and policies must be followed. VISA, MasterCard, check and cash accepted. Amounts over \$100 must be made by credit card or money order.

## Facility

### Type of Facility

Not all facilities are available at all park locations. Please ask if unsure.

- |  |   |
|--|---|
| <input type="checkbox"/> Shelter (please specify park) | <input type="checkbox"/> Park*                      |
| <input type="checkbox"/> Bandshell (Lions Park only)   | <input type="checkbox"/> Street(s)**                |
| <input type="checkbox"/> Field (individual)            | <input type="checkbox"/> River's Edge Commons for a |
| <input type="checkbox"/> Athletic Complex              | Wedding Rental                                      |
| <input type="checkbox"/> Handke East Hockey Rink       |   |

\* Many park uses require review by the Parks and Recreation Commission.

\*\* A map must be included with details on the back side of this application and event may also require review by the Parks and Recreation Commission.

### Location Requested - Please be specific

First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_

## Event

Day \_\_\_\_\_ Date(s) \_\_\_\_\_ Times \_\_\_\_\_

Activity \_\_\_\_\_ Number of People \_\_\_\_\_

Equipment group will bring \_\_\_\_\_

Needs/Requests from the City (please confirm availability upon rental) \_\_\_\_\_

## Renter

Individual Responsible \_\_\_\_\_ Sponsoring Group \_\_\_\_\_

Renter's Date of Birth (required) \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_ Fax # \_\_\_\_\_

The applicant is responsible and must be on site at all times during this event. By signing below, you agree to follow all applicable state, county, and city ordinances and policies. You understand that the fees are non-refundable unless this request is not granted or is cancelled by the City of Elk River.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*See back for fee information.*

## Fee Schedule

### Shelters

Residents: \$20  
Non-Residents: \$40

### Bandshell

Residents: \$20  
Non-Residents: \$40

### Fields

Residents: \$20  
Non-Residents: \$40  
With a Shelter \$0

### Handke East Hockey Rink

Residents: \$20  
Non-Residents: \$40

Evening team practice times available are 5:30-7:30 pm or 7:30-9:30 pm. No refunds due to weather.

### Parks

Minor Use as Determined by the City -

Residents: \$0  
Non-Residents: \$40

Major Use as Determined by the City -

Fees set by the Parks and Recreation Commission

Maximum Fee: \$500

### Streets

No Fee

Barricades are available and must be picked up within 24 hours prior to the event and returned with 24 hours after the event.

### River's Edge Commons Park Wedding Rental

2 hour minimum \$150

6 hour maximum \$50 each additional hour

Damage/Cleaning Deposit \$250 (refundable)

Upper Plaza of River's Edge Commons Park will remain open to the public. Capacity 200.

During minor or major park use please: No Permanent Markings on Trails. Additional fees may apply based on expenses associated with the event such as toilet cleanings and garbage pick up.

## Map of Street Being Used (if applicable)

If placing barricades, please mark barricade locations:

### FOR OFFICE USE ONLY

Date and Time Received: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Please initial, date, and return to the Parks and Recreation Department.

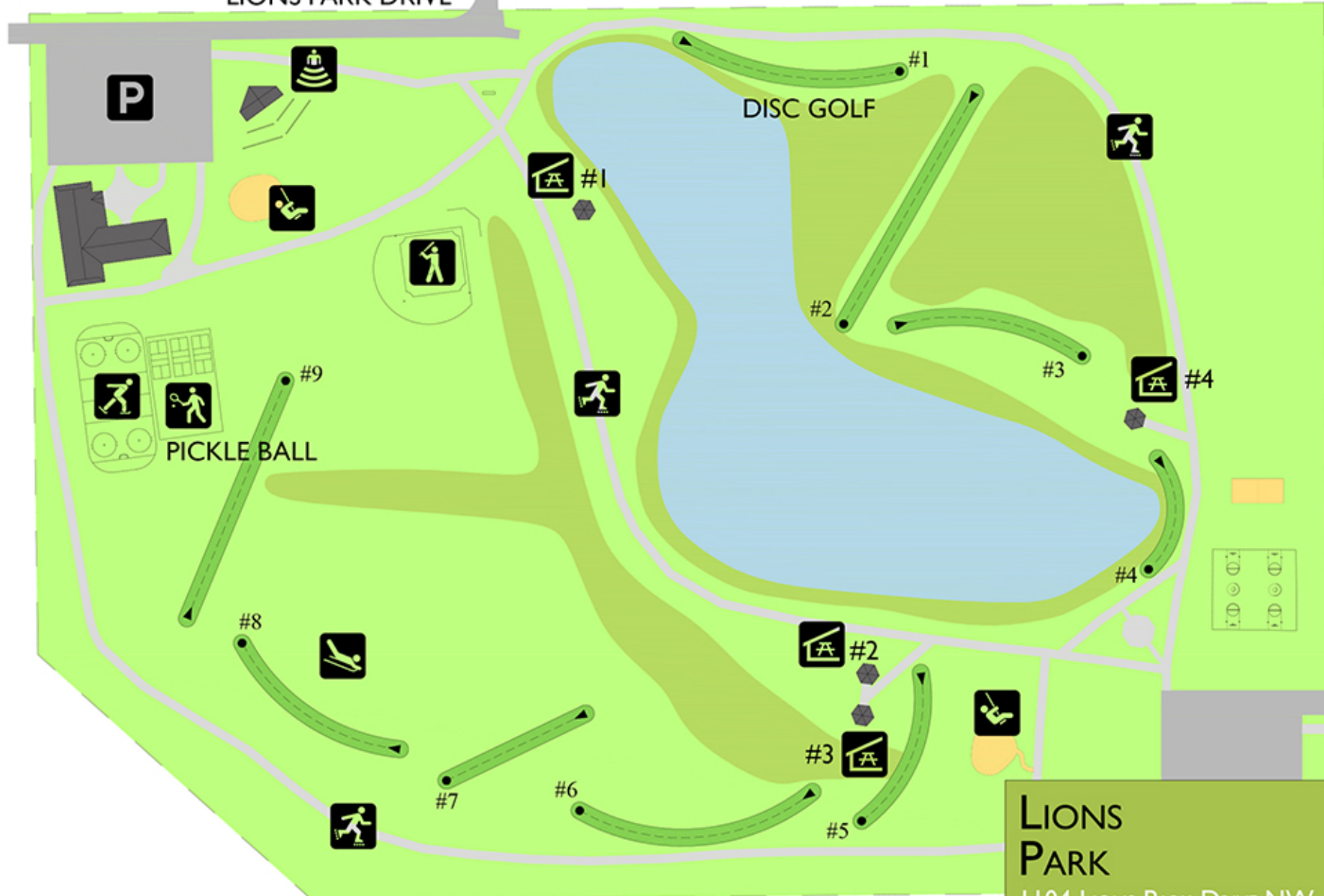
### Route To:

\_\_\_\_\_ Police Dept. Approval

\_\_\_\_\_ Public Works Approval

\_\_\_\_\_ Parks and Recreation Commission Approval

LIONS PARK DRIVE



## LIONS PARK

1104 LIONS PARK DRIVE NW



P&R Office: 763.635.1150

